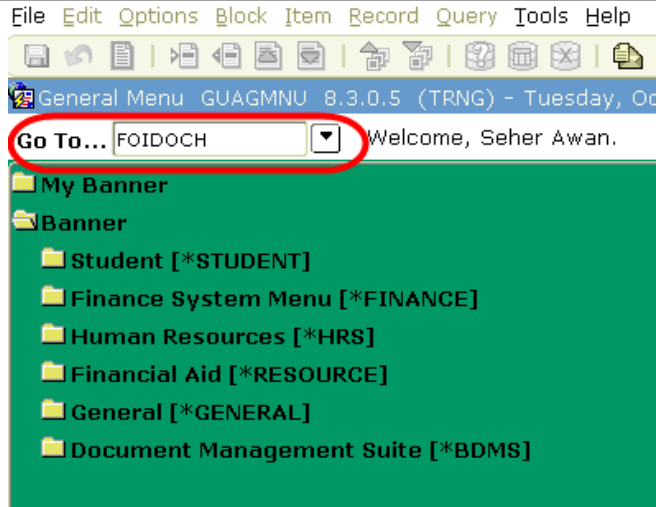
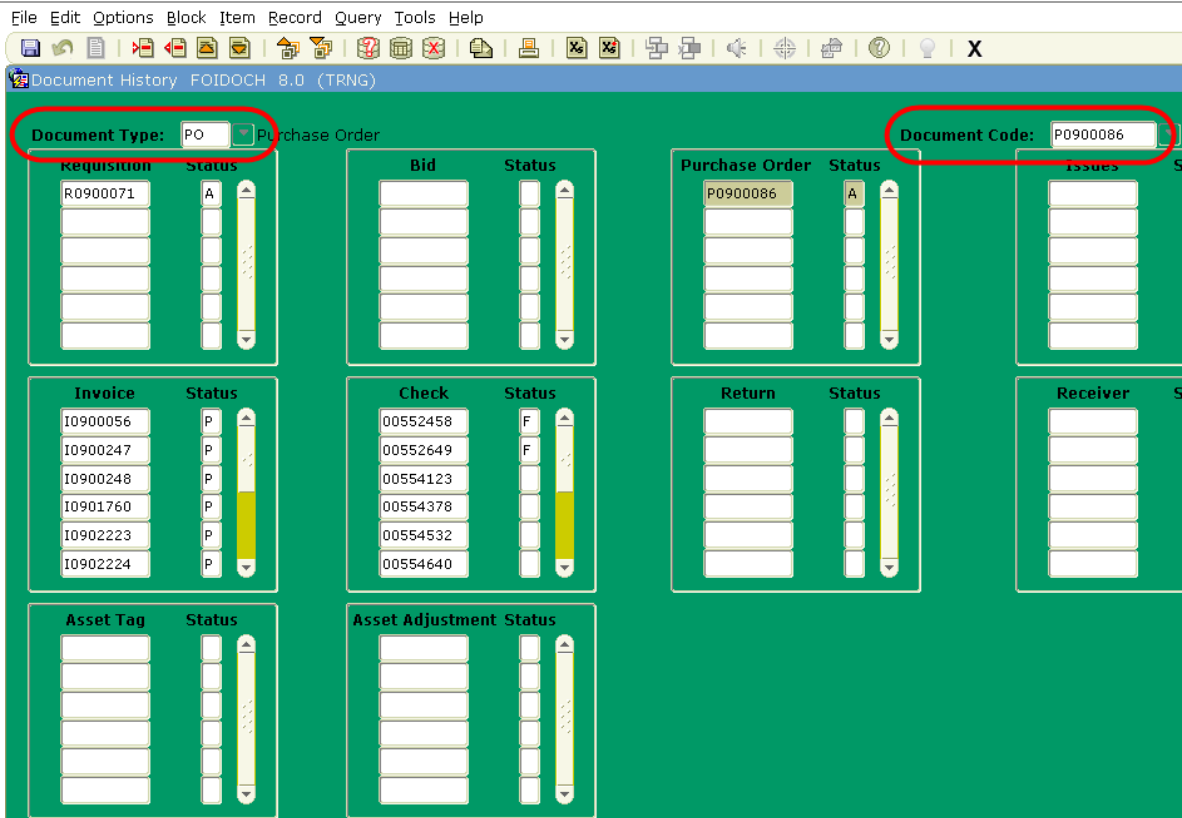


## Viewing Support Documents in Banner

1. Type in **FOIDOCH** in the Go To... Field. (You can also view documents in FOAIDEN, FPIPURR, or FAIINVE.)

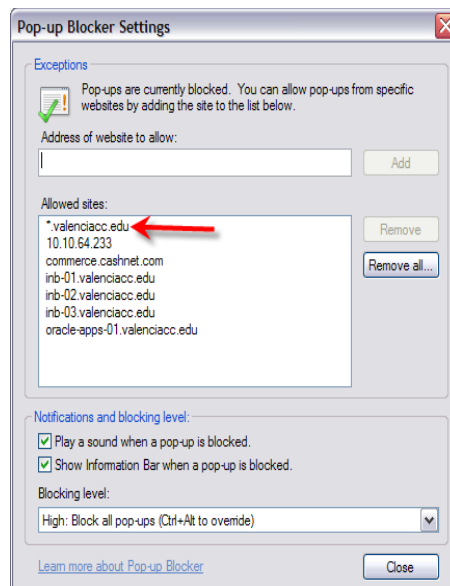
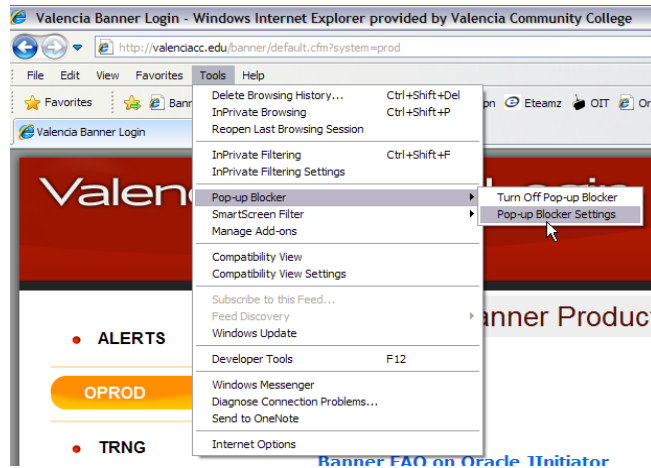
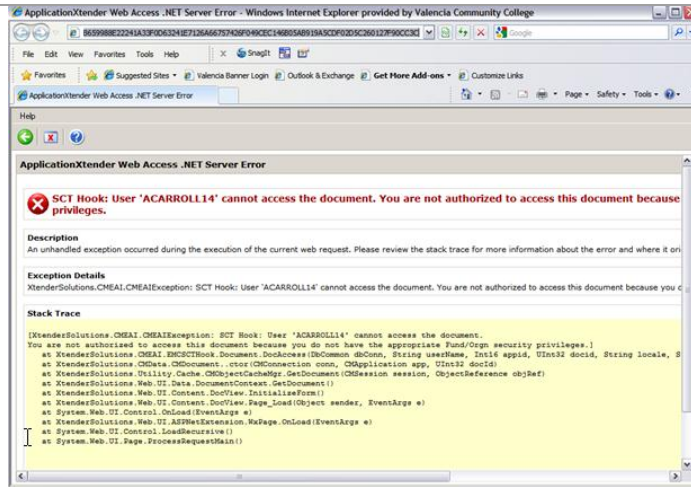


2. Enter PO or INVOICE in the **Document Type** Field. Then enter the PO Number or Invoice Number in the **Document Code** Field.

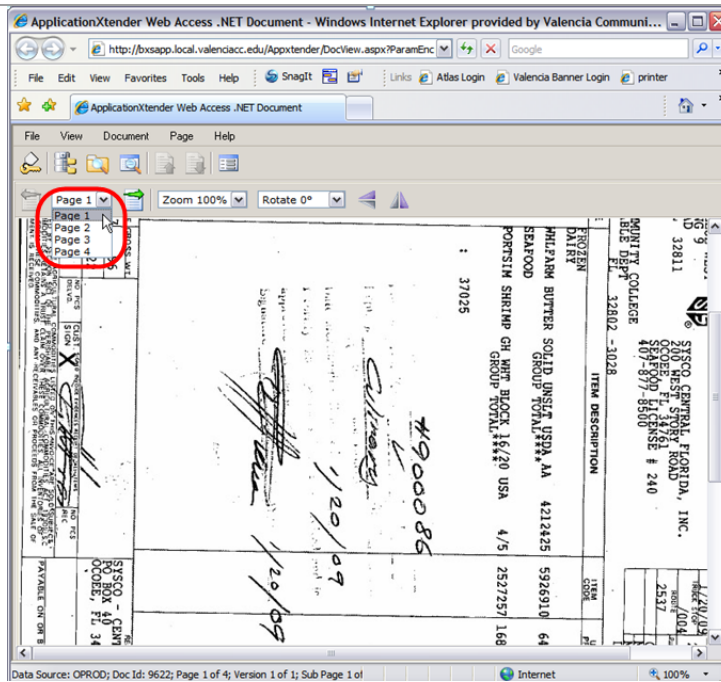




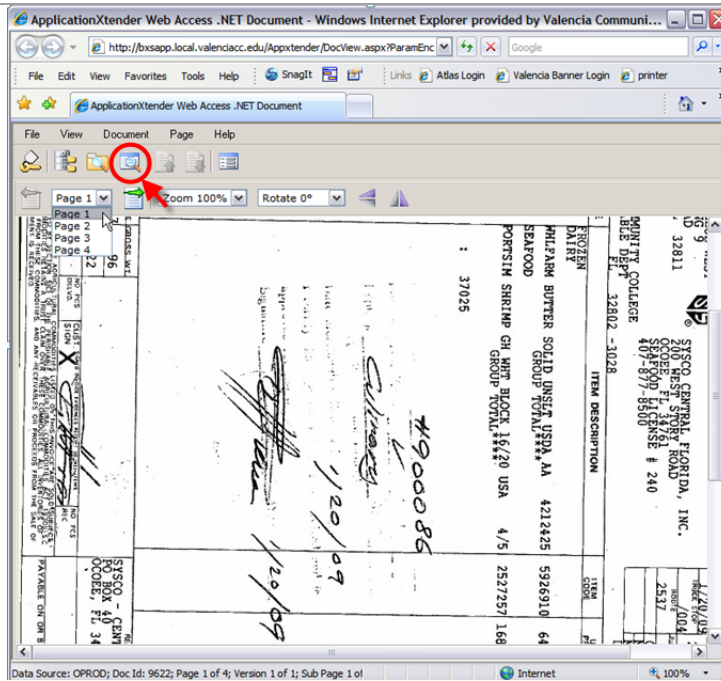
**NOTE: Please make sure that you have \*.valenciacollege.edu in your pop-up blocker allowed sites. In Internet Explorer, go to Tools – Pop-up Blocker – Pop-up Blocker Settings.**



5. If you have access to the Fund/Orgn (Index), the documents attached to that specific invoice will open. Scroll down from the **Navigation Bar** to look up the invoice and move to the page you are looking for.



6. To **Print** copies of the document you are viewing, go to the **Magnifying Glass** called **Query Results** and click on it.



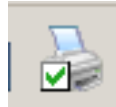
7. The Query Results will open in a new window. **Select the documents** you would like to print and then select the

**Print Icon.** This will print the entire document.

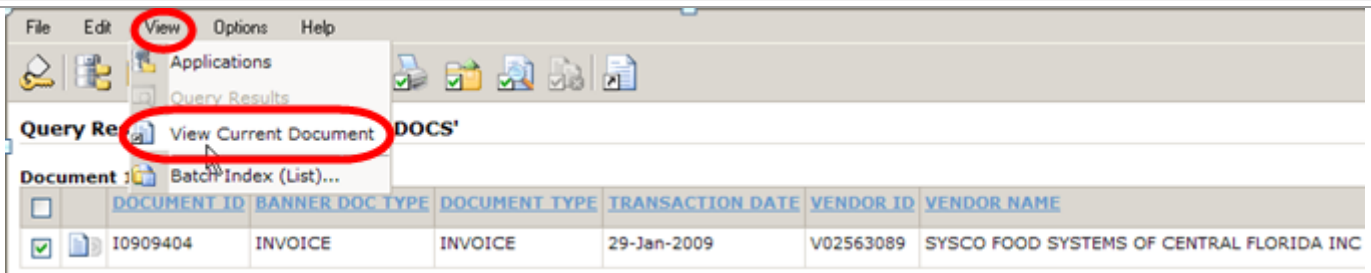
**Query Results for Application 'B-F-DOCS'**

Document 1 - 1 of 1

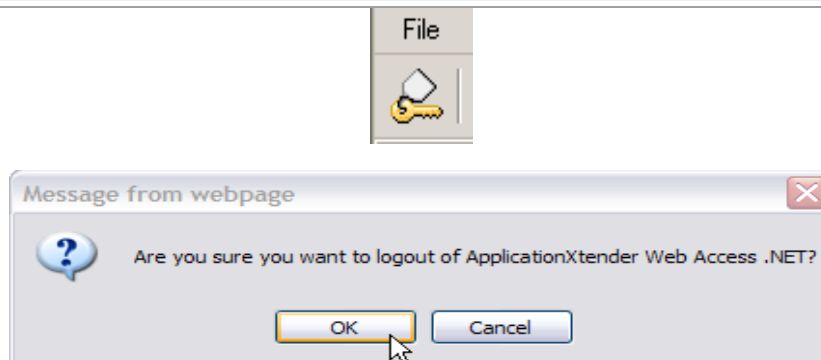
<input type="checkbox"/>	<a href="#">DOCUMENT ID</a>	<a href="#">BANNER DOC TYPE</a>	<a href="#">DOCUMENT TYPE</a>	<a href="#">TRANSACTION DATE</a>	<a href="#">VENDOR ID</a>	<a href="#">VENDOR NAME</a>
<input checked="" type="checkbox"/>	I0909404	INVOICE	INVOICE	29-Jan-2009	V02563089	SYSCO FOOD SYSTEMS OF CENTRAL FLORIDA INC



8. To go back to your document go to **View** and Then **View Current Document**. This will take you back to the initial document.



9. When you are done viewing the pages click on the **File** and **Logout**. A Pop Up will appear in a new window. Press **Cancel** and it will return you to Banner. Then you can login and continue.



**Login**

Welcome to **ApplicationXtender Web Access**, please provide your user name and password:

Data Source

User Name

Password

Request Full Text Search Support